OFFICE ADMINISTRATION SPECIALIST (AAS)

Office Technology & Administration
(91-93 credits)

Program Description

If you're looking for steady work in a profession with opportunities across many fields, office administration might be the path for you. At SPSCC, our program pairs you with experienced faculty to prepare you for employment or establish a strong foundation to transfer for a 4-year Bachelor's degree. You'll gain experience in Microsoft Office software, as well as related office programs and business practices.

The Office Administration Specialist Associate in Applied Science Degree is designed for persons interested in working in an office or administrative support position in the private or public sector. The program equips the student with a variety of skills used in large or small businesses through the study of keyboarding, communications, human relations, office technology, small project management, leadership, and other related courses.

Career Opportunities

Graduates may work with state, county, or other municipal agencies as well as private industry. Typical duties may include formatting documents, composing business correspondence, and electronic filing/organization/planning – and go beyond the historical functions performed by a receptionist. With experience, graduates of the Office Technology & Administration program may advance to leadership positions within their organizations. Technical skills and the ability to adapt to new situations are important for career advancement.

- Administrative Assistant
- Secretary
- Office Clerk

Length of Program

The Office Technology and Administration – Office Administration Specialist Program takes a minimum of seven quarters of full-time studies for the Associate in Applied Science degree.

Outcomes

South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives.

At the completion of the Office Administration Program, the successful student will be able to:

- Assess the effectiveness of, select, and use existing and/or emerging technologies and tools to enhance productivity, including software, mobile computing devices, data and records management, cloud computing and virtual document sharing, communication technologies, and related resources
- Perform diverse administrative duties without direct supervision, including scheduling, project management for small to medium level projects, and organization of the office's daily workflow
- Analyze problems and challenges and research potential solutions
- Monitor and model interpersonal competency skills necessary for a diverse workplace by analyzing and adjusting one's own behavior, demonstrating appropriate and effective communication and conflict management strategies, and recognizing and addressing differences in communication and interaction for a culturally diverse and inclusive workplace with both internal and external stakeholders
- Demonstrate ability to proficiently communicate orally and in writing, including the design and proofreading of internal and external messages for a variety of audiences, contexts, and situations
- Use quantitative and computational skills to solve a variety of business applications including inventory management, purchasing, travel planning, and budget monitoring
- Recognize common ethical dilemmas that may arise in businesses and organizations and implement practical strategies to address ethical issues, both personal and organizational

The SPSCC college-wide abilities are embedded into each program:

- Effective Communication
- Information Literacy
- Analytical Reasoning
- Multicultural Awareness
- Social Responsibility

Courses by Quarter
Courses by Quarter

Code	Title	Credits
Quarter 1		
Transition Studies		
Quarter 2		
MATH 092	Mathematical Reasoning	5
ENGL 090	Integrated Reading and Writing I	5
or ENGL 095	Integrated Reading and Writing II	
OFTEC 100	Introduction to Computer Concepts & Applications	5
or OFTEC 108	Introduction to Microsoft Office	
CCS 101	Pathways to Success	3
Quarter 3		
BUS 104	Business Math	5
ENGL 098	Transitional English Composition	5
or ENGL& 101	English Composition I	
OFTEC 111	Keyboarding (Typing) I	2
Select one of the following:		5
CMST& 210	Interpersonal Communication: Diversity	
CMST& 230	Small Group Communication: Diversity	
BUS 260	Principles of Management: Diversity	
HUM 121	Multicultural America: Diversity	
CMST& 240	Intercultural Communication: Diversity	
PSYC 116	Psychology of Human Relations: Diversity	

Quarter 4

OFTEC 141	Microsoft Excel	5
OFTEC 160	Business English	5
OFTEC 125	Digital Productivity Tools	4
OFTEC 113	Keyboarding (Typing) II	2

Quarter 5

OFTEC 255	Records and Information Management	5
OFTEC 170	Practical Accounting	5
OFTEC 165	Office Procedures	5

Quarter 6

OFTEC 261	Leadership in the Workplace	5
OFTEC 136	Microsoft Word I	5
BUS& 101	Introduction to Business	5

Quarter 7

OFTEC 263	Fundamentals of Project Management	5
OFTEC 236	Microsoft Word II	5
OFTEC 265	Integrated Office Projects Capstone	5

Quarter 8

OFTEC 260	Business Communication	5
OFTEC 190 Coop Work Experience/Internship		2

Pathway Maps

South Puget Sound Community College has provided pathways and associated recommended courses for ease of student selection based upon a student's career interest. Please review the pathway maps for required and recommended courses.

OFTEC Office Administration Specialist AAS degree Pathway Map
Associate in Applied Science
91-93 Credits

Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 5	Qtr. 6	Qtr. 7	Qtr. 8
Transition Studies	MATH 052 (5cr) *Mathematical Reasoning*	BUS 104 (5cr) *Business Math*	OFTEC 141 (5cr) *Microsoft Excel*	OFTEC 255 (5cr) *Records and Information Management* fall, spring	OFTEC 261 (5cr) *Leadership in the Workplace* winter	OFTEC 263 (5cr) *Fundamentals of Project Management* spring	OFTEC 260 (5cr) *Business Communication*
	ENGL 090 (5cr) *Integrated Reading and Writing I* ENGL 095 (5cr) *Integrated Reading and Writing II*	ENGL 098 (5cr) *Transitional English Composition* ENGL& 101 (5cr) *English Composition I*	OFTEC 160 (5cr) *Business English* winter, spring	OFTEC 170 (5cr) *Practical Accounting* fall, spring	OFTEC 136 (5cr) *Microsoft Word I*	OFTEC 236 (5cr) *Microsoft Word II* spring	OFTEC 190 (2cr) *Cooperative Work Experience/ Internship*
	Choose One (3-5cr): OFTEC 100 (5cr) *Introductions to Computer concepts and Microsoft Office* fall OFTEC 108 (3cr) *Introduction to Microsoft Office*	Choose One (5cr): (Human Relations/Diversity, recommended) CMST& 210 (5cr) *Interpersonal Communication: Diversity* CMST& 230 (5cr) *Small Group Communication: Diversity* BUS 260 (5cr) *Principles of Management: Diversity* HUM 121 (5cr) *Multicultural America: Diversity* CMST 260 (5cr) *Intercultural Communication: Diversity* PSYC 116 (5cr) *Psychology of Human Relations: Diversity*	OFTEC 125 (4cr) *Digital Productivity Tools*	OFTEC 165 (5cr) *Office Procedures* fall	BUS& 101 (5cr) *Intro to Business*	OFTEC 265 (5cr) *Integrated Office Projects Capstone* spring	
	CCS 101 (3cr) *Pathways to Success*	OFTEC 111 (2cr) *Keyboarding (Typing) I*	OFTEC 113 (2cr) *Keyboarding (Typing) II*				